INSTRUCTIONS FOR SCHEDULING INSPECTIONS ON THE PORTAL

Before scheduling you will need to:

1. Register

2. Permit # without the 01 at the end (i.e. 20150612345)

3. Inspection code (i.e. 100-Footings)

Schedule an inspection:

1. Sign in

2. Click on "Request an Inspection" under the Building Department

3. Enter the permit number without the 01 (i.e. 20150612345)

4. Press "Go!"

5. Click on the "Inspections" header to view inspections

6. Find the inspection that needs to be scheduled

7. Click on the blue link that says "Schedule?"

8. Select a date

9. Click on "Next Step: Complete" to finish your transaction

Note: Click here to receive Automatic E-MAIL Notifications for Inspections.